

# Erie County Department of Mental Health

## Housing Unit Safety Initial/Annual Checklist

### Housing Quality Standards

The Shelter Plus Care and HUD Supportive Housing Programs require that the apartment unit meet the standards for safe, decent and sanitary housing. These standards ensure that the unit has:

- Adequate living space
- Adequate facilities and services
- Adequate light and ventilation
- No condition that can endanger the health and safety of the tenant

### Requirements

Every housing unit must have at least a living room, kitchen, and bathroom. Not acceptable are shared kitchen or bathroom facilities. Generally, there must be at least one bedroom for every two household members.

Tenant Name: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Year Built\*: \_\_\_\_\_

Unit Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date of Last Inspection: \_\_\_\_\_

### Responsibilities Checklist

The following inspection checklist is divided into six sections.

The sections are:

- 1. Living Room**
- 2. Kitchen**
- 3. Bathroom**
- 4. Bedrooms and Other Rooms**
- 5. Building Exterior, Plumbing, and Heating**
- 6. Health and Safety**

**\*Structures built prior to 1/1/1978 require disclosure, problem remediation and on-going maintenance in accordance with the ECDMH policy on Lead Based Paint Requirements.**

### 1. Living Room

The living room must have the following: a ceiling, a floor and walls in good condition, at least one window in good condition, at least two electric outlets or one outlet and one permanent overhead light fixture, a lock that works on all windows and doors than can be reached from the outside, and no peeling or chipping paint if you have children under seven and the housing unit was built before 1978.

Component	Look For:	Condition
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2. Kitchen

The kitchen must have the following: a ceiling, a floor, and walls in good condition, at least one window in good condition, at least one electric outlet and one permanent light fixture, a lock that works on all windows that can be reached from the outside, no peeling or chipping paint if you have children under the age of seven and the house was built before 1978, a storage area such as cabinets to store food, a preparation area such as a counter top to prepare food, a serving area to serve food unless there is a separate dining room area, a kitchen sink that is in good condition, and if provided by the landlord a range and refrigerator in good working order.

Component	Look For:	Condition
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable

<b>Storage Area</b>	Storage space such as cabinets to store food. Badly cracked, broken or missing cabinet doors.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Preparation Area</b>	Space to prepare food such as a kitchen counter. Badly cracked, broken or warped counter top.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Serving Area</b>	Space to serve food. A separate dining room or dining area in the living room is acceptable.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Kitchen Sink</b>	A kitchen sink with hot and cold running water. Leaking faucet, leaking drain pipe, or leaking water lines. Cracked or broken sink.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Range/Oven</b>	If provided by landlord. A range and oven that is in good working order. If gas, leaky or poor hose connection and/or gas odor present.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Refrigerator</b>	If provided by landlord. A refrigerator in good working order that keeps temperatures low enough so that food does not spoil. Poor seal that causes refrigerator to run continuously.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 3. Bath Room

**The bathroom must have the following: a ceiling, a floor and walls in good condition, at least one window in good condition or an exhaust fan in good working order, at least one permanent overhead light fixture or wall light fixture, a lock that works on all windows and doors that can be reached from the outside, no peeling or chipping paint if you have children under seven and the housing unit was built before 1978, a flush toilet that works, a tub or shower that is in good condition, and a bathroom sink that is in good condition.**

<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	If a window is present: Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Exhaust Fan</b>	If exhaust fan is present it must be in good working order. Broken or frayed wiring, or exhaust fan hanging from wires with no firm support.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Toilet</b>	A flush toilet that flushes and does not run continuously. Badly cracked or broken bowl or tank, poor seal or loose floor setting.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Tub or Shower</b>	A tub or shower with hot and cold running water. Leaky faucet, drainpipe, or water lines. Badly cracked or broken tub. Drain that does not drain water.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Bathroom Sink</b>	A bathroom sink with hot and cold running water. Leaky faucet, drainpipe, or water lines. Badly cracked or broken sink. Drain that does not drain water.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. Bed Room(s) and Other Room(s)

The bedroom(s) and other room(s) must have the following: a ceiling, a floor and walls in good condition, at least one window in good condition, at least two electric outlets or one outlet and one permanent overhead light fixture, a lock that works on all windows and doors than can be reached from the outside, and no peeling or chipping paint if you have children under seven and the housing unit was built before 1978.

<b>4. A</b>	<b>Bedroom 1</b>	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. B</b>	<b>Bedroom 2</b>	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>4. C</b>	<b>Bedroom 3</b>	Present Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. D</b>	<b>Bedroom 4</b>	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. E</b>	<b>Other Room(s) – Utility Room</b>	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable

<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. F</b>	<b>Other Room(s) – Hall(s)</b>	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. G</b>	<b>Other Room(s) – Porch</b>	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Ceiling</b>	Large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Walls</b>	Large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Floor</b>	Large cracks or holes, missing or warped floor boards or covering that could cause someone to trip.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Window(s)</b>	Badly cracked, broken, or missing panes and window(s) that do not shut, or when shut does not keep out the weather. A lock that works on a window that can be reached from the outside. Window(s) that have been nailed shut.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable

<b>Door(s)</b>	Badly cracked or broken door that does not shut or when shut does not keep out the weather. A lock that works on a door that can be reached from the outside. An interior door that is used as an exterior door.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Electricity</b>	Broken or frayed wiring, light fixtures hanging from wires with no firm support (such as a chain), missing cover plates on switches or outlets, or badly cracked switches or outlets.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Peeling or chipped paint, especially if the household has a child under seven years of age and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p align="center"><b>5. Building Exterior, Plumbing, and Heating</b></p> <p><b>The building must have the following: a roof in good condition that does not leak, if present gutters and downspouts in good condition, exterior walls that are in good condition, a foundation that is in good condition with no serious leaks, a chimney(s) in good condition, handrails on any lengths of stairs with four or more steps, no cracking, peeling or chipping paint if you have children under seven, and the house was built before 1978, a plumbing system that is served by an approvable public or private water supply system and sewage disposal system, pipes that are in good condition, water heater in good working order and properly installed, heating equipment in good working order that is properly installed and adequate to keep housing unit comfortably warm during winter months.</b></p>		
<b>Component</b>	<b>Look For:</b>	<b>Condition</b>
<b>Roof</b>	Evidence of leaks such as stains on the inside ceiling of the building. Loose or torn shingles or any warping or depressions on the roof.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Gutters &amp; Downspouts</b>	Loose gutters or downspouts not securely attached to the building or in poor condition.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Exterior Walls</b>	Large holes or cracks that would allow drafts or outside elements inside the building.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Foundation</b>	Large cracks or holes or crumbling in the foundation or evidence of serious leaks.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Chimney(s)</b>	Leaning or serious defects such as large cracks or missing bricks.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Paint</b>	Crack, peeling or chipping paint especially if you have children under seven and the housing unit was built before 1978.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Heater</b>	Heater that is in good condition and can adequately heat the housing unit during the cold winter months. Properly installed and vented to a chimney. Due to danger of carbon monoxide poisoning this is very important.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Water Heater</b>	Water heater that is in good working order and that is properly installed.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Plumbing</b>	Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored. A plumbing system that is served by an approvable private or public water supply and sewage disposal system.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Ventilation</b>	Windows that open up, with screens or some working ventilation system that can provide air circulation during the warm summer months.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Weatherization</b>	Weatherstripping around doors and windows or storm windows. Can be important if tenant pays own utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 6. Health and Safety

The building and site must have the following: an alternate means of exit in case of fire, if present elevators that are safe and work properly, an entrance from the outside or from a public hall, lights that work in all common hallways and interior stairs, interior stairs and common hallways that are in good condition, no large piles of garbage inside or outside the housing unit, no serious indoor air pollution, no sign of rodents or vermin, at least one smoke detector in good working order, for mobile homes properly installed tie downs, and a neighborhood that has no dangerous places, spaces or things.

Component	Look For:	Condition
<b>Fire Exit</b>	The building must provide an alternate means of exit in case of fire, such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Elevator</b>	If elevator is present it must be safe and work properly.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Entrance</b>	An entrance from the outside or from a public hall, so that it is not necessary to go through another tenant's unit to get into the unit.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Lights</b>	Lights that work in all common hallways and interior stairs. No frayed or loose wiring, or light fixtures hanging from wires with no firm support.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Interior Stairs &amp; Hallways</b>	Interior stairs with rails if there are four or more steps. Hallways that are safe and in good condition. Badly cracked steps, loose handrails, walls, floors, and ceilings that are in poor condition.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Garbage Area</b>	A space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Indoor Air Pollution</b>	No serious air pollution such as exhaust fumes, or sewer gas.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Rodents and/or Vermin</b>	No sign of rats or large number of mice or vermin such as roaches.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Smoke Detector</b>	At least one smoke detector that is good working order. Press test button. (Multiple dwellings require hardwire installation)	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Tie Downs</b>	For mobile homes, must have tie downs that are securely attached.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
<b>Neighborhood</b>	No dangerous places, spaces, or things such as nearby buildings that are falling down, unprotected cliffs or quarries, fire hazards, or evidence of flooding.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable



# Erie County Department of Mental Health

## Follow Up to Housing Unit Safety Initial/Annual Checklist

Please complete this form for any problems noted in the Housing Unit Safety Initial/Annual Checklist.

### Repairs Checklist

Repair Noted from Initial/Annual Checklist	Location/Room	Repair Completed
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Have all repairs been completed by the repair date, as agreed upon during the last inspection?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date